



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date June 24, 1975	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received JUN 24 1975	Date Completed JUN 30 1975
3. AGENCY, Division, Subdivision & Administering Office Address Office of Comptroller General Georgia Industrial Loan Commission Industrial Loan Department 125 State Capitol - Atlanta, Ga. 30334		4. Person to Contact John Elkins Assistant Deputy Loan Commissioner	6. Tel. No. 656-2080

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1955 to date	9. Exact Series Title Loan Company Case Files (To amend applications 27, 28, 37, and 100)
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10. What is the function of the office in which this record series is created?

The Georgia Industrial Loan Division (Department) is responsible for administering the Georgia Industrial Loan Act to provide protection against unscrupulous and illegal money lenders. The Division administers license qualifications prescribed by law; collects license and investigation fees; investigates applicants for licenses; collects monthly taxes on interest and requires reports to be submitted by each licensee; examines licensees periodically; regulates licensee advertising; conducts investigations of complaints against licensees; passes upon licensee relocation requests; requires annual licensee financial reports; requires licensee quarterly insurance reports; provides licensee training programs and seminars; provides for formal hearings relevant to denial or revocation of licenses; approves forms and records maintained by each licensee; and requires licensees to submit reports on new manager qualifications.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

SEE ATTACHED SHEETS

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers				18	36		
Legal-size File Drawers	45	90	Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				63	10		
Storage Boxes	39	39	AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				5	5	1	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published? ☐ [] ☒ [X]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ []

Records are needed for court appearances for up to 10 years.

24. REQUIREMENTS. The following requires the files to be kept (See attached sheets)

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

SEE ATTACHED SHEETS

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ [] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☒ [X] OTHER SEE ATTACHED SHEETS, then:

- ☐ [] Hold in the current files area _____ month(s)/ _____ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold _____ year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Mickey Anderson</i>	Date <i>6/20/75</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	<i>John W. G. Hines</i>	<i>6/20/75</i>
	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Hines</i>	<i>6-30-75</i>
STATE RECORDS COMMITTEE	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll East</i>	<i>6/27/75</i>
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Robert D. Shell</i>	<i>6/30/75</i>

Appl
No

Description

Disposition

LOAN COMPANY CASE FILES - Documents relating to maintaining case records of Industrial Loan Companies.

Included are:

100-A Original Application for License File - Documents relating to licensing to conduct business in Georgia. Included only is company's first "Application for License" (Form IL-1, IL-2, IL-3 or IL-4). File is arranged alphabetically by city; thereunder alphabetically by name of company; thereunder numerically by company license number when a company has more than one office in a city.

Maintain in current files area until company is no longer doing business in Georgia; then

Upon termination of a company's permission to conduct business in the State, remove entire Loan Company Case File from active file and place in Closed Loan Company Case Files; Cut off Closed Loan Company Case File at end of each calendar year; then transfer to State Records Center; hold 10 years; then destroy.

37-A Loan Company License File - Documents relating to renewing licenses of companies to conduct business in Georgia. Included are copies of "State of Georgia License" (Form IL-4), Annual License Renewal Application (Form IL-6), and related correspondence. (Corporate Charter may also be included) File is arranged alphabetically by city; thereunder alphabetically by name of company; thereunder numerically by company license number when a company has more than one office in a city.

Cut off file at end of each calendar year; hold in current files area 2 years; then transfer to State Records Center; hold 8 years; then destroy.

27-A Loan Company Examination File - Documents relating to examining loan companies. Included are Manager's Qualification Affidavit (Form IL-15) Examiner's Report (Form IL-11); Examination of Georgia Industrial Loan Licensee (no form no.). File is arranged alphabetically by city; thereunder alphabetically by name of company; thereunder numerically by company license number when a company has more than one office in a city.

Cut off file at end of each calendar year; then transfer to State Records Center; hold 2 years; then destroy.

	<u>Description</u>	<u>Disposition</u>
28	<u>Loan Company Tax Report Files -</u>	Cut off file at end of each
	Documents relating to maintaining	fiscal year; hold in current
	taxation reports of loan companies.	files area 2 years; then
28-A	Included only is Loan Tax Report	transfer to State Records
	(Form IL-12) describing outstanding	Center; hold 3 years; then
	loans at the beginning of month,	destroy.
	amount of loan made, collections,	
	interest and other information	
	necessary to compute tax due. File	
	is arranged alphabetically by city;	
	thereunder alphabetically by name of	
	company; thereunder numerically by	
	company license number when a company	
	has more than one office in a city.	
	<u>Loan Company Annual Statement File -</u>	Cut off file at end of each
75-159	Documents relating to reporting	fiscal year; hold in current
	annual financial status of loan	files area 2 years; then retire
	companies. Included only is companies	to State Archives for permanent
75-159	annual statement (Form IL-7 and IL-8).	retention.
	File is arranged alphabetically by	
	name of company.	

JUSTIFICATION

- Original Application for License File - Original application must be kept in office for reference as long as company is in operation.
- Loan Company License File - Records must be available for court proceedings for up to 10 years.
- Loan Company Examination File - Records are used for review in revoking licenses when unauthorized or illegal activity is not corrected.
- Loan Company Tax Report File - Records are needed 5 years for auditing when discovered that a company has filed a fraudulent tax return.
- Loan Company Annual Statement File - Records have enduring historical value.

OFFICE OF THE COMPTROLLER GENERAL
Industrial Loan Department

The Industrial Loan Department licenses and regulates the industrial loan offices of Georgia. Offices are licensed for the direct lending of cash in amounts not to exceed \$3,000.00 for a period of up to 36 months, 15 days. Regulatory activities include periodic examinations of offices; loan tax reports and annual reports; and handling consumer inquiries and complaints.

OFFICE OF THE COMPTROLLER GENERAL
Industrial Loan Department
Loan Division

<u>Appl No</u>	<u>Description</u>	<u>Disposition</u>
27-A	LOAN COMPANY EXAMINATION FILE - Documents relating to examining loan companies. Included are Manager's Qualification Affidavit (form IL-15); Examiner's Report (form IL-11); Examination of Georgia Industrial Loan Licensee. File is arranged alphabetically by city; thereunder alphabetically by name of company; thereunder numerically by company license number when a company has more than one office in a city.	Cut off file at end of each calendar year; then transfer to State Records Center, hold 2 years; then destroy. APPROVED: 11/10/71 AMENDED: 6/30/75
28-A	LOAN COMPANY TAX REPORT FILES - Documents relating to maintaining taxation reports of loan companies. Included only is Loan Tax Report (form IL-12) describing the outstanding loans at the beginning of month, amount of loan made, collections, interest and other information necessary to compute tax due. File is arranged alphabetically by city, thereunder alphabetically by name of company; thereunder numerically by company license number when company has more than one office in a city.	Cut off files at end of each fiscal year, hold in current files area 2 years; then transfer to State Records Center, hold 3 years; then destroy. APPROVED: 11/10/71 AMENDED: 6/30/75 AMENDED 8/5/91
33	QUARTERLY INSURANCE REPORT FILES - Documents relating to quarterly reports by companies. Included are reports (form IL-13). Files are arranged alphabetically by company within insurance class.	Cut off files at end of each calendar year, hold in current files area 1 year; then transfer to State Records Center, hold 4 years; then destroy. APPROVED: 12/7/71

Records Retention Schedule

From 82-RM-1 008/12/91

OFFICE OF THE COMPTROLLER GENERAL
Industrial Loan Department
Loan Division

Appl
No

Description

Disposition

37-A

LOAN COMPANY LICENSE RENEWAL
FILE - Documents relating to
renewing licenses of companies
to conduct business in Georgia.
Included are copies of "State
of Georgia License" (Form IL-4),
Annual License Renewal Appli-
cation (Form IL-6); and related
correspondence. (Corporate
Charter may also be included).
File is arranged alphabetically
by city; thereunder alphabeti-
cally by name of company; there-
under numerically by company
license number when a company has
more than one office in a city.

Cut off file at end of each
calendar year; hold in current
files area 2 years; then
transfer to State Records
Center; hold 8 years; then
destroy.

APPROVED: 12/01/71.

AMENDED: 06/30/75.

100-A

ORIGINAL APPLICATION FOR LICENSE
FILE - Documents relating to
licensing to conduct business in
Georgia. Included only is
company's first "Application for
License" (Form IL-1, IL-2, IL-3
or IL-4). File is arranged alpha-
betically by city; thereunder
alphabetically by name of company;
thereunder numerically by company
license number when a company has
more than one office in a city.

Maintain in current files area
until company is no longer
doing business in Georgia; then

Upon termination of a company's
permission to conduct business
in the State, remove entire
Loan Company Case File from
active file and place in Closed
Loan Company Case Files; Cut
off Closed Loan Company Case File
at end of each calendar year;
then transfer to State Records
Center; hold 10 years; then
destroy.

APPROVED: 04/07/72.

AMENDED: 06/30/75.

75-159

LOAN COMPANY ANNUAL STATEMENT
FILE - Documents relating to re-
porting annual financial status of
loan companies. Included only is
companies annual statement (Form
IL-7 and IL-8). File is arranged
alphabetically by name of company.

Cut off file at end of each
fiscal year; hold in current
files area 2 years; then retire
to State Archives for permanent
retention.

APPROVED: 06/30/75.